

# PAYROLL GARNISHMENT PROCESSING

Standard Withholding & Calculation Sheet

Company Name: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Payroll Period: \_\_\_\_\_

## 1. EMPLOYEE INFORMATION

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Social Security No. (Last 4): \_\_\_\_\_

State of Employment: \_\_\_\_\_

## 2. GARNISHMENT ORDER DETAILS

Court/Agency Case No: \_\_\_\_\_

Issuing Authority: \_\_\_\_\_

Date Received: \_\_\_\_\_

Effective Date: \_\_\_\_\_

## 3. GARNISHMENT TYPE

- Child Support     Spousal Support / Alimony     Federal Tax Levy     State Tax Levy     Student Loan  
 Creditor Garnishment

## 4. DISPOSABLE EARNINGS CALCULATION

Earnings & Statutory Deductions Description	Amount (+)	Amount (-)
Gross Earnings for Pay Period		
Federal Income Tax (FIT)		
Social Security Tax (FICA-OASDI)		
Medicare Tax (FICA-MED)		
State Income Tax (SIT)		
Local / City Tax		
State Disability Insurance (SDI) / Paid Family Leave (PFL)		
Other Statutory Mandated Deductions (Required by Law)		
<b>Total Statutory Deductions (Sum of deductions above)</b>		
<b>Disposable Earnings (Gross Earnings minus Total Statutory Deductions)</b>		

## 5. WITHHOLDING LIMIT & GARNISHMENT CALCULATION

Calculation Step	Percentage / Limit	Calculated Amount
Maximum Allowable Deduction under CCPA (e.g., 50%, 60%, 65% for Child Support; 25% for Creditor)		
State Law Maximum Cap (If different or more restrictive than Federal CCPA)		
Standard Ordered Amount (Per Pay Period as requested by court order)		

Calculation Step	Percentage / Limit	Calculated Amount
Employer Administrative Processing Fee (If allowed by state law)		
<b>Actual Amount to Withhold for this Pay Period</b>		

**6. REMITTANCE INFORMATION**

**Payee Agency Name:** \_\_\_\_\_ **FIPS Code (if applicable):** \_\_\_\_\_  
**Remittance Address:** \_\_\_\_\_  
**Payment Reference / Case ID:** \_\_\_\_\_ **Disbursement Date:** \_\_\_\_\_

Prepared By (Payroll Administrator):

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Signature Date

Reviewed / Approved By:

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Signature Date

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This document serves as an internal payroll processing record. Deductions must comply with the Consumer Credit Protection Act (CCPA) and applicable state laws regarding withholding limits. Records must be retained securely in accordance with company retention policy and local privacy regulations.